

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday December 20, 2017 09:30AM  
County Hall Building  
Commissioners Conference Room  
12 Court Street  
Keene, NH 03431

**Present:** Commissioners Peter Graves, Joseph Cartwright, and Charles Weed

**Staff:** Administrator Coates, Finance Director Trombly, Superintendent Van Wickler, Mental Health Clinician Peterson, County Treasurer Wozmak, Maplewood Administrator Kindopp, Human Resources Director May, and Assistant County Administrator (ACA) Bouchard

At 9:35AM the Chair opened the meeting and recognized Treasurer Wozmak who said that he was at the meeting to discuss the Deputy Treasurer being sworn-in as when it was done at the beginning of the year he was not yet officially sworn-in himself and therefore the Deputy was not officially recognized. A discussion began about the need for a Deputy and Finance Director Trombly said that she thought it was a very good idea to have a back-up for the Treasurer so that if they were unavailable the business of the County would not be held-up.

It was discussed that the Deputy Treasurer needed to be voted on by the Commissioners.

**Commissioner Cartwright then moved to appoint Alfred “Gus” Lerandeau of Swanzey the Cheshire County Deputy Treasurer. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

A further discussion concerning banking signature cards ensued and it was discussed that Lerandeau was already on the signature cards and therefore no new cards would need to be processed.

**At 9:40AM pursuant to RSA 91-A:3, II(b) Commissioner Cartwright moved to enter non-public session to discuss the hiring of any person as a public employee. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

**As a result of deliberations in non-public session it was unanimously approved by the Commissioners to offer A. O. a position as a LADAC (Licensed Alcohol and Drug Abuse Counselor) at the Department of Corrections for the yearly salary of \$50,500.00 based on training, education, and experience.**

**At 10:05AM the Commissioners voted unanimously to return to public session.**

**At 10:07AM pursuant to RSA 91-A:3, II(b) Commissioner Cartwright moved to enter non-public session to discuss the hiring of any person as a public employee and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**As a result of deliberations in non-public session it was unanimously approved by the Commissioners to offer R. N. the position of Director of Nursing at the Maplewood Nursing Home for \$38.50 per hour (\$80,080.00 yearly) based on training, education, and experience.**

**At 10:17AM the Commissioners voted unanimously to return to public session.**

Administrator Coates was then recognized for the purpose of providing the weekly operations report.

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Coates then said that Steve Horton, the County's Owners Representative for the Maplewood Nursing Home reconstruction project will be meeting with the demolition contractor of the old jail tomorrow to discuss how to best bring the project to conclusion. He said that Horton has also been in contact with personnel at the Department of Environmental Services and discussed the steps to be taken in the next few days to install fencing to retain any potential wind-blown materials that were placed in a gully on the farm.

Coates then discussed the installation of a wall and entry door near the 12 Court Street entrance for security purposes if a decision is made to open the Court Street doors for public use. He said that he did not anticipate that this would happen until later in 2018 if the decision is made to move ahead with the project.

Finance Director Trombly was then recognized to discuss Master Agenda Item #551: the 2017 to 2018 budgetary roll-over items. She presented the Commissioners with a list saying the bulk of the items are for the Maplewood Dietary Department and would not be acquired until the renovation of the facility is well underway.

She then was asked to review the monies available to be used as matching funds for the grant from The New Hampshire Land and Community Heritage Investment Program (LCHIP) grant of \$118,000.00 that was received for the rehabilitation of 1858 Courthouse windows. She said that the matching funds that have been received so far amount to just over \$100,000.00 and that other funding sources have been identified to be able to move forward with the project. She said that approximately \$14,300.00 in existing budget item funding can be reallocated and utilized if authorized by the Commissioners and a \$4,830.00 in "in-kind" match that is allowed by the grant has been identified.

**Following discussion, Commissioner Graves moved to authorize the reallocation of unused funds from a recently completed wage and salary survey in the amount of \$10,000.00 and the reallocation of \$4,300.00 of unused funds from a previously funded architecture study that was completed. Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously.**

Coates then said that the Grants Manager and the Director of Finance will attend a workshop on January 17th with the Community Development Finance Authority (CDFA) on the 2018 Tax Credit Funding Program.

The CDFFA Tax Credit program allocates approximately \$5 million worth of tax credits annually to community development projects on a competitive basis. Funds are allocated to specific projects or programs that are of public benefit, for a public purpose and can reasonably be expected to address one or more of the following objectives:

- Contribute to the development or redevelopment and economic well-being of target areas or target populations

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- Contribute to the economic development of the state
- Increase or maintain threatened primary employment
- Provide affordable housing opportunities to low- and moderate-income people
- Eligible applicants include community development corporations, other nonprofit organizations involved in community development, and employee and other types of cooperatives.

Coates then said that the Edge Theater ensemble will be in the Delegation Meeting Hall starting January 18<sup>th</sup> for approximately 15 days for rehearsals and the presentation of the first 2018 production.

Trombly in response to a question from the Commissioners then discussed her recent involvement with the New Hampshire Association of Counties (NHAC) audit group and said that progress is being made to have the NHAC staff assume the bookkeeping duties using QuickBooks as was planned some months ago.

Coates then discussed that a meeting with Cheshire Medical Center (CMC) personnel concerning the appointment of a Medical Director and a Nurse Practitioner to nursing home will take place in late January. He said that the way the Medicare billing is set-up it is necessary to have CMC personnel as authorizing entity for insurance reimbursements as the Center for Medicare and Medicaid Services (CMS) regulations do not allow the County to bill for services for reimbursement.

Coates then said that on January 18<sup>th</sup> a public meeting will take place in Hinsdale at the town hall for to discuss the pending construction of the Hinsdale – Brattleboro bridge whose construction is anticipated to begin in 2018. He said that because he was appointed by the Governor a few years ago as an infrastructure Commissioner for the County he will be attending and moderating the meeting. He encouraged the Commissioners to attend if they are available.

Coates then spoke to meeting with a local group called the Cheshire County After Care Program whose mission is to provide support through job training, housing, and other services to inmates and their families as they are released from jail and or prison. The group is preparing a proposal to possibly utilize the Second Chance facility adjunct to the Department of Corrections. Coates said that Southwest Community Services will need to take the lead for any discussions and that any use of the building will need to follow the grant guidelines that initially funded the project.

Coates then reviewed an offer that has been received for the Blood Farm that has been on the market for over a year. He said that the offer meets the specified financial parameters that were discussed at the Delegation Farm Committee and Executive Committee meetings on December 11<sup>th</sup> and recommended moving forward to accept the offer.

An extended discussion began and a review of the written was covered. A clarification of a request to “de-winterize” the building will be sent to the Realtor to better understand what is being requested.

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**Following discussion Commissioner Weed moved to accept the offer received for the sale of the Blood Farm and was seconded by Commissioner Graves. Upon vote the motion passed 2-1 with Commissioners Weed and Graves voting Yea and Commissioner Cartwright voting Nay.**

**At 11:32AM pursuant to RSA 91-A:3, II(c) Commissioner Weed move to enter non-public session to discuss matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously.**

**As result of deliberations in non-public session no vote was taken and no decisions were made.**

**At 11:41AM the Commissioners voted unanimously to return to public session.**

The Weekly Census was reviewed and discussed.

**The Weekly Manifest was then reviewed and Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**The minutes of December 13, 2017 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**The Commissioners Calendar was then reviewed.**

**At 11:50AM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Weed and upon vote the motion passed unanimously.**

Respectfully Submitted,  
C. Weed